

**COTTONWOOD GREEN HOMEOWNERS ASSOCIATION**  
**BOARD MEETING MINUTES**

5 May 2021

Meeting convened at 9:00 am at the home of Jane Baxa

Present:

Mike Lloyd – President; Jane Baxa – Vice President; Tim Donnelly – Treasurer; Deb Mafera – Secretary

Old Business

- Jane continues to call the city about the street light by the east mailboxes. No resolution as yet.
- Mike called several contractors about sealing the roundabouts, no resolution. The board will ask for volunteers to do the work. We are waiting for the house at the west roundabout to be finished before commencing, as they currently park on it. Perhaps this fall.

New Business

- The board reviewed the quarterly financial statements ending 3/31/2021.
- When Mike has an invoice for miscellaneous landscaping, he will send a picture of it to the board members before submitting it to the CPA for payment.
- The bill for the two Cottonwood HOA websites did not get paid and the domain is no longer available to us since we do not have the original paperwork. The board agreed that since all lots are sold and only four empty lots remain, we no longer need a website. We will maintain an email list for contacting the membership. Sandy Bauer is working on updating contact information.
- The board has a vacancy of a member-at-large.
- There was a discussion about sheds and other property changes. Any sort of outbuilding (shed, gazebo, etc) must be approved by the design committee before construction per covenant 4.3.7. This applies to fences as well per covenant 4.5 as amended.
- A letter will be written to all the members and sent through the USPS, apprising them of the defunct website. In addition, the letter will contain:
  1. A list of current board and committee members with contact information
  2. How to get a copy of by-laws, design guidelines and covenants (through the board)
  3. We will primarily be contacting the membership via email, so they need to keep the board up to date. These email addresses will not be shared with the membership to avoid any privacy conflicts.
  4. The date, time and location of the annual membership meeting.
  5. Notice about outbuildings and fences (see above).

The meeting adjourned at 10:10 am.

Respectfully submitted,

*Debra Mafera*